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Executive for Personnel and Administration

13 January 1947

Advisor for Management, ICAPS

Administrative Procedure for Processing Congressional Requests
for Personnel Placement

Request instructions substantially as indicated below be issued in written form to the Personnel Division covering action on congressional references of personnel to CIG for employment.

"1. All congressional calls and communications in connection with personnel matters will, immediately upon receipt, be referred to the Legislative Liaison Division of the Personnel and Administrative Branch.

"2. The Legislative Liaison Division will take action as indicated below:

"a. Request the congressional office concerned to either submit forms 57 for consideration or send applicant to that division for interview. Applicant should bring Form 57 with him.

"b. If examination of the Form 57 or result of interview indicates that applicant may possess qualifications currently needed by CIG, the Chief of the Legislative Liaison Division will arrange for an interview with the Chief of the Personnel Procurement Section or his deputy.

"c. If examination of Form 57 or result of interview indicates no special qualifications of immediate interest to CIG, the applicant will be informed that his Form 57 will be reviewed and decision as to employment furnished him within two weeks. In such case no further interview will be arranged, but Form 57 will be forwarded to the Chief of the Personnel Division for further action.

"d. Will inform the congressional office concerned of the above preliminary action and of the final decision when such decision has been made.

"e. Coordinate action on other types of personnel matters to insure expeditious completion and inform the congressional office concerned of action taken.

"3. The Chief, Personnel Division, will take action indicated below:

"a. Issue necessary instructions to the Chief of his Procurement Section to insure personal interview by himself or his deputy where interviews are arranged.

"b. Insure that Forms 57 in these cases, regardless of whether an interview has been necessary, are processed expeditiously and basis for final reply furnished the Legislative Liaison Division within 14 days in each case.

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"c. Insure that applicant is informed within 14 days if no suitable position exists currently for his employment.

"d. Provide expeditious assistance to the Legislative Liaison Division in other types of personnel cases to enable prompt and intelligent replies to be made to congressional offices in each case."

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